



# JOB OPPORTUNITY

## DEPARTMENT OF PERSONNEL ADMINISTRATION

**CLASS TITLE:** Labor Relations Counsel I, II, and III (5 positions)

<b>SALARY:</b>	LRC I - \$5,644 - 6,823 LRC II - \$6,352 - 7834 LRC III - \$7,686 - 9484	<b>POSITION NUMBER:</b>	363-410-6093-008 363-410-6094-007 363-415-6093-004 363-415-6094-006 363-415-6094-004
<b>TENURE*/TIME BASE:</b> (Example: Permanent/Full-time)	Permanent/Fulltime	<b>FINAL FILING DATE:</b>	Until Filled

### DUTIES:

Incumbents in these classes are used to perform a wide variety of legal work concerned with the preparation and trial of cases representing the Governor, the Department of Personnel Administration and all State departments before the Public Employment Relations Board, the State Personnel Board, and the State and Federal courts on confidential matters involving State employer- employee relations and non-merit aspects of the State's personnel system; prepare and present briefs in Federal and State appellate courts; provide legal advice and opinions to these entities regarding such matters; represent these entities in grievance- arbitration hearings based on negotiated contracts; negotiate settlements; draft and analyze legislation and appear before the Legislature regarding labor relations and non-merit personnel matters; draft rules and regulations governing all matters administered by the Department of Personnel Administration; may act as a hearing officer and write decisions in administrative hearings conducted by the Department to resolve non-merit personnel issues; prepare correspondence and reports. The level of appointment will be determined by the level of experience identified by the candidate. See Class Specifications for more information on typical tasks for these positions: <http://www.dpa.ca.gov/textdocs/specs/s5/s5798.txt> or <http://www.dpa.ca.gov/textdocs/specs/s6/s6092.txt>.

### DESIRABLE QUALIFICATIONS:

Knowledge of: Legal principles and their applications; legal research methods; administrative law and the conduct of proceedings before administrative bodies; scope, character and principles of California statutory law, provisions of the California Constitution, administrative regulations and case law authorities administered or enforced by the Department of Personnel Administration; principles of labor law, personnel law, administrative law and civil litigation; rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies; obligations of public officials and administrative boards and agencies. Ability to: Analyze legal principles and precedents and apply them to complex legal and administrative problems; perform and direct legal research; present statements of facts, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rules, regulations, and legislation; negotiate effectively; recognize the special problems of employer-employee relations; independently present difficult and complex cases before administrative bodies and trial and appellate courts; and draft proposed legislation and administrative regulations. **Emphasis will be placed on labor law experience.**

### WHO MAY APPLY:

Applicants must be current State employees or those with transfer or list eligibility. We will consider applicants with eligibility for appointment at the Graduate Legal Assistant, Legal Counsel, or Labor Relations Counsel I, II or III levels. Applications will be screened and only the most qualified candidates will be scheduled for an interview. **All applicants must enter the position number and clearly indicate the basis of their eligibility on the State Application Form (STD 678) next to the job title.**

### SUBMIT APPLICATIONS/RESUMES TO:

K. William Curtis, Chief Counsel  
Legal Division  
Department of Personnel Administration  
1515 S Street, North Building, Suite 400  
Sacramento, CA 95814

(\*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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(916) 324-0489

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